State of Nevada IT Project Oversight Committee

Agenda & Meeting Minutes

Meeting Name: ITPOC
Facilitator: Kathy Ryan
Recorder: Angela Furton
Date: October 2, 2003
Time: 1:30 PM
Location: State Library Board Room

Attendees

Name	Attend ✔	Name	Attend ✔
Kathy Ryan, DoIT	✔	Brian Kagele, SOS	
Terry Savage, DoIT		Kathy Comba, DPS	✔
Roberta Roth, UCCSN	✔	Chuck Moltz, AG	✔
Robert Chisel, NDOT	✔	Guest – Carlos Brandenburg-MHDS	✔
Dave McTeer, IFS	✔	Guest – Troy Williams - MHDS	✔
Kathy Shabi, DETR		Guest – Madilyn Maire - DCFS	✔
Kim Munoz, SOS	✔	Guest – Andrea Franko - DCFS	✔
Guest – John Stewart – DoIT Facility	✔	Guest – Johnean Morrison – DCFS	✔
Guest – Dan Goggiano – DoIT Facility	✔	Guest – Bill Hatfield – DoIT Facility	✔

Minutes –

The minutes from the 9/4/03 meeting were reviewed and accepted.

Agenda Items and Discussion

1.	**Presentation of the MHDS AIMS to Avatar replacement Project & DCFS AIMS to Avatar replacement project**: Carlos Brandenburg, MHDS Administrator and Executive Sponsor of the project, and Troy Williams, project manager, presented the MHDS Avatar Client Information & Billing Project to the committee.

	In May 2001, Creative Socio Medics (CSM) purchased the assets of Advanced Institutional Management Software Inc. (AIMS), the current software package used by MHDS. CSM committed to provide continued support and maintenance for the non-HIPAA compliant AIMS product line through December 31, 2002. CSM demonstrated the Avatar applications and reviewed upgrade methodologies with MHDS. Twenty-five other states have the Avatar system for Mental Health, both for in patients and out patients. MHDS contracted with CSM to do a gap analysis between the current AIMS system and the Avatar applications. The decision was made to upgrade from the current legacy AIMS system to the Avatar suite of software. The upgrade is being done in phases division wide: in FY04 Phase 1, the Pharmacy package and Phase 2, the Billing package will be implemented. In FY05 Phase 3, Medical Records will be implemented in two sites in Carson City. The next biennium Phase 3 will be implemented in Las Vegas and the rural areas. The software will run on the MHDS servers located at the DoIT facility, with a shadow server located in Las Vegas. The database is CACHE, a transaction type database used by behavior health professionals. Stockbrokers on Wall Street also use it. It does interface with Oracle. CSM will provide the support for the database. The Pharmacy package is a new module and CSM is partnering with Mediware to write it. Nevada will be the first installation. MHDS will have a Project Plan and Deliverable Schedule to the ITPOC next month.
2.	**Presentation of the DCFS AIMS to Avatar replacement project**: Madilyn Maire presented the DCFS Client Information & Billing Project. Carlos Brandenburg, MHDS Administrator, has agreed to also be the Executive Sponsor for the DCFS AIMS to Avatar upgrade project. AIMS provides the billing function for DCFS Mental Health services in the Southern region only. In the Northern region Synergistic Office Solutions (SOS) is used for billing and a Dbase III system is used to collect and report on client demographics, service data, and staff workload. Both products operate as stand alone systems and are not networked with other offices. The Avatar system will allow DCFS to use a single software product for both regions. They will only be implementing the Billing package. They will not be implementing the Pharmacy package due to budget. DCFS does not have a signed contract yet; it is going to Board of Examiners on 11/5/03. Once the contract is signed, the first deliverable will be the project schedule.

3.	**Presentation of the DoIT Computer Facility Mainframe Upgrade Project:**
	John Stewart, Dan Goggiano, and Bill Hatfield presented the Z900 Mainframe upgrade project to the committee.
	Bill Hatfield reported that the project consists of a 60 – 90 day install of the IBM Z900 processor running with a 1.4 Z/OS 64 bit architecture system. This install is considered low risk due to the fact that the new box would be isolated from the production to allow testing to be done on the new IBM hardware and software, concurrent with continuing to run the previous software on the R35/R36. The highest risk is at the end with bringing the production system down and bringing it back up on the 64-bit system.
	The current project schedule showed an implementation date for mid-December 2003.
	The committee was very concerned with what was perceived as a very aggressive schedule. With the implementation of the new architecture, the committee advised that ample time be included in the schedule for testing, not just testing by the computer facility staff, but testing by all the user agencies. The committee advised that a detailed communication plan should be developed and all affected users must be notified so that they could gauge the impact to their operations and make plans for testing.
	The committee also advised that a formal testing document be provided to the user agencies and help provided to guide them through the testing process.
	The committee requested the project manager attend the November ITPOC to discuss these concerns and how they will resolve them. Due to these concerns, the committee felt this was not a low risk project, and was in fact a high-risk project.
4.	**Review of the monthly MMIS IPR, deliverable schedule:**
	The MMIS project has gone live on time and operations are running smoothly; claims have been run. The last phase of the project, Decision Support System (DSS) is moving forward.
	The project manager, Del Byassee, has agreed to complete a project closeout report and present it at the December ITPOC.
5.	**Review of the monthly Tax MBT IPR and the contingency plan:**
	Kathy R reported that the MBT project manager, Pam Sutton, is working with Tax to determine the total budget dollars and to track the actual costs. The committee asked what the target end date was, during the presentation last month it was 1/1/04 yet the IPR shows it as 2/10/04. This information will be submitted for the November ITPOC meeting.

6.	**Review of the monthly Education Child Nutrition IPR, Deliverables schedule, and contingency plan for funding:** Prior to the committee meeting, Kathy R. asked the Child Nutrition project manager to expand the contingency plan submitted to the committee last month to include contingencies in the event the additional funding was not received. The expanded plan will be presented at the November ITPOC meeting. Kathy R. reported that she did check with Rochelle Summers, the supervisor of the DoIT Contracts Administration unit, regarding Education's plan to use the holdback funds if the additional funding was not received, so the project could continue. The premise being that Education would be able to get additional funding later to pay for the holdback funds. Rochelle advised they could not do that and it would be in violation of the contract. Therefore, this should be removed from the contingency plan.
7.	**Review of monthly DETR Contributions Redesign CSPEC:** The committee reviewed the monthly CSPEC and did not have any questions or concerns.
8.	**Review of the monthly DETR RAISON CSPEC** The committee reviewed the monthly CSPEC and it is on schedule.
9.	**Review of the monthly Wildlife Licensing CSPEC, deliverables schedule and vendor status report:** The committee reviewed the contract amendment and the project report. The committee had questions on the contract amendment and how it related to the project payment spreadsheet. There were dates that did not match up and caused confusion. In comparing the date on contract amendment #3, it states the length of the contract was extended from March 1, 2006 to December 29, 2006, which appears to be an extension of only 10 months. In looking at the project payment spreadsheet submitted with the August CSPEC and comparing it to the dates on the September project payment spreadsheet, some of the deliverables look like they have been extended by 18 months. It appears that the order of the deliverables may have been changed, but it is unclear. The committee's request for clarification on the "wring out" process, sent 8/4/03, has not been answered. Kathy R. will send an email to the project manager asking clarification on the above items.

Action Items[1]

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
25.	6/6/2002	Review the Kansas Project Management guide and modify as needed	On Hold	On Hold	
26.	6/6/2002	Develop the Nevada Project Management training and certification program	On Hold	On Hold	
39.	7/10/03	Contact Wildlife and request clarification on the "Wring Out" process.	Kathy R.	Emailed 8/4/03 & 10/30/03	
42.	8/7/03	The committee requested the CNP project manager document the contingency plan for Phase 2 in the event sufficient funding is not obtained.	Angela Grato	Sched for Nov ITPOC mtg	
44.	9/11/03	Develop a template and guide for contingency plans. Update affected PSPs.	All		
45.	10/2/03	Contact Wildlife and request clarification on changes in deliverable dates as a result of the 3rd contract amendment.	Kathy R	Emailed 10/30/03	
46.	10/2/03	Revisit the weighting criteria used for the Risk Assessment. Some items automatically should make a project high-risk.	All		

Decisions[2]

Item No.	Decision	Date

Approved By

Signature	Name	Role	Date

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[1] *Action Item*: A commitment to complete an action or an assignment.
[2] *Decision*: Reaching a conclusion… particularly in response to a course of action.